

Civil Service On-line System

Job Aid



Processing Permanent Full-time Promotional Hire/Promotion

This Civil Service On-line System Job Aid with the [Public Safety Departmental Promotional Appointments and Promotions Guide](#) is meant to assist you in the entry of PERMANENT Full-time HIRES/Promotions on promotional title eligible lists in the Civil Service On-line System.

After you have processed a promotional title certification and are ready to enter a Permanent Full-time Hire/Promotion into the Civil Service On-line System you will need a scanned PDF file of the following documentation before you log into the system.

- A completed [Notification of Employment Form \(NOE\)](#), signed by all promoted candidates and by the Appointing Authority (AA), containing the effective dates of promotion.
- The promotional title list certification, signed by the candidates and the AA. You can print the list from the system or create your own certification using the [Promotional Certification Template](#) provided on the [Appointing Authority Forms](#) page of our website.
- A completed [Certification & Report Supplement - PAR .09 Departmental Promotional List](#) on which the names of all candidates willing to accept are listed in the order in which they appeared on the certification signed by the AA.

PUBLIC SAFETY PROMOTIONAL TITLE ELIGIBLE LISTS

SYSTEM DO's	SYSTEM DON'Ts
Enter PERMANENT Full-time appointments on Promotional Title Eligible Lists	Enter TEMPORARY Full-time appointments
Remember a Promotional Title Eligible List is NOT a Certification	Use Interview, Make offer or Reject actions in the system
Attach a PDF file of completed Notification of Employment (NOE) Form to the Requisition associated with the Promotional Title Eligible List (Permanent & Temporary)	
Contact your HRD Civil Service Liaison if you have questions	

When you are ready to Log into the On-line Hiring Center (OHC) – www.neogov.com

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[CUSTOMERS](#)

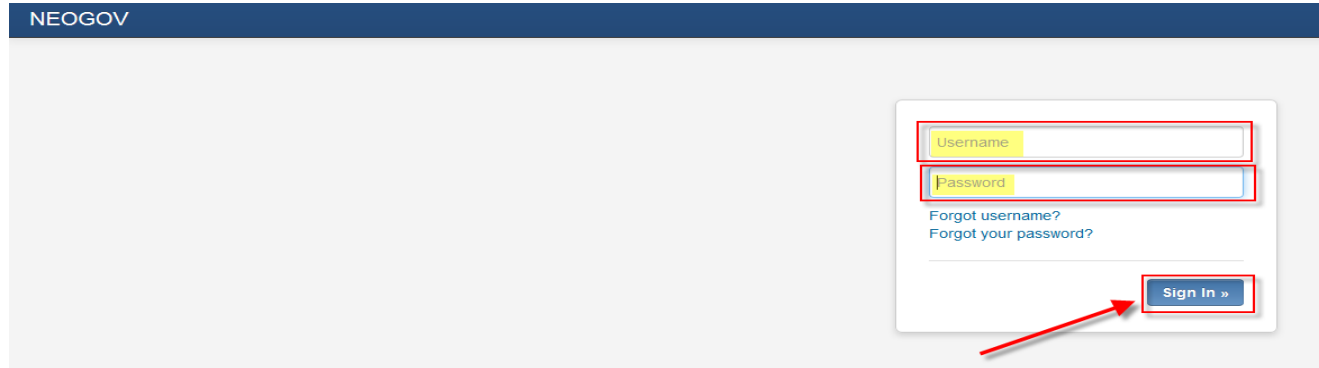
[ABOUT](#)

[SIGN IN](#)

[REQUEST DEMO](#)

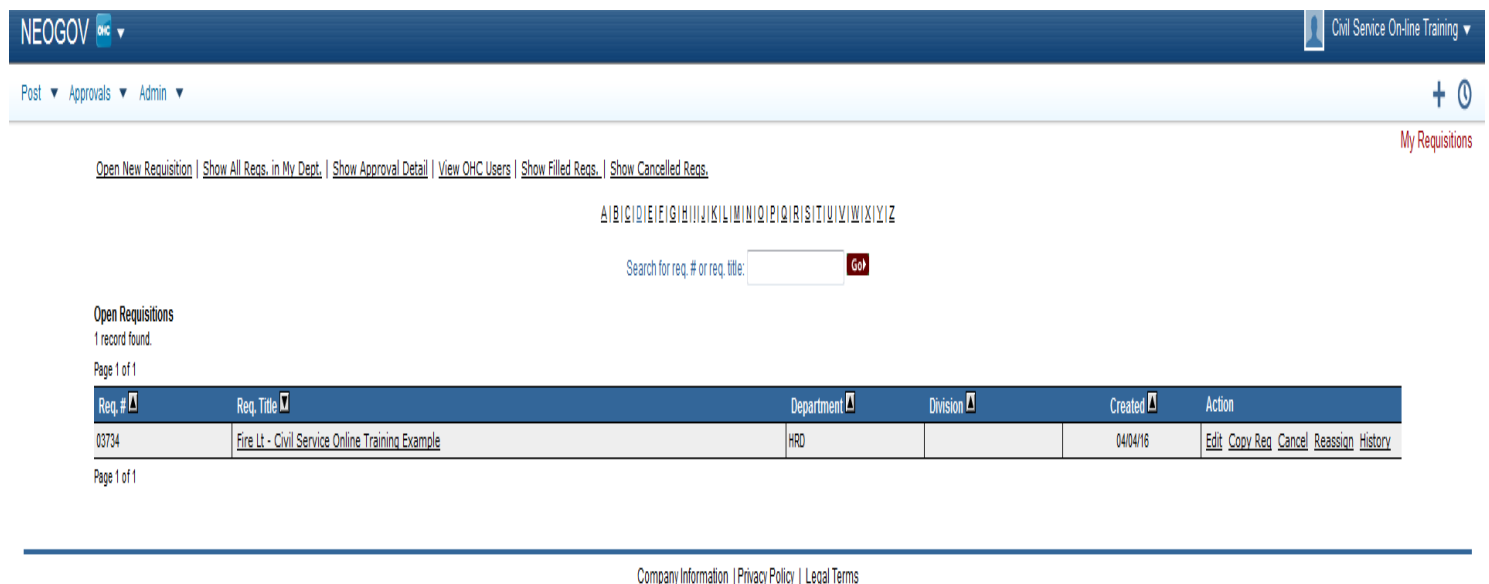
Click on the Login link in the upper-right-hand area.

You will be directed to the Log In screen



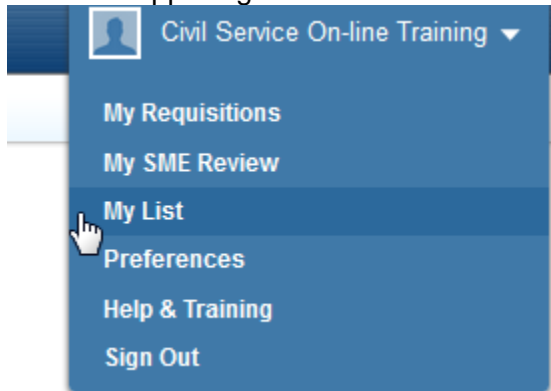
Your username will always be your e-mail address and it is critical that we have your current e-mail address for access.

When you first log into the system you are automatically directed to the My Requisitions dashboard which will display all requisitions you have created in the system.



VIEW PROMOTIONAL TITLE ELIGIBLE LIST

1. Select the My List link from the drop-down menu that appears when you hold your cursor over your Name in the upper-right hand corner



This will bring you to the Referred Lists panel (You may need to select the **Show All Lists in My Department** link above the alphabet to see all Lists for your assigned departments)

2. Review all columns of information. Notice that there are links beneath candidates and applications.
3. Select the **View** Link in the Candidates column to view the promotional title eligible list and candidates.
4. Select the **Print** link in the applications column for the specific requisition to view the application information submitted by the candidate(s) when they applied for the examination.

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Referred Lists

[Show All Lists in My Department](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for req. # or list title:

[Show Archived Lists](#)

Search by hiring manager:

2 records found.

Page 1 of 1

Req #	Title	Department	Division	Hiring Mgr	Candidates	Applications	Last Referred
01279	Beautician	HRD		AA Civil Service, HRD Training, Civil Service On-line	View	Print	09/23/13
03734	Fire Lieutenant FLT1YP	HRD		Training, Civil Service On-line	View	Print	04/04/16

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- Review promotional title eligible list details at the top of the page and the **Referred Rank & Names** of the candidate(s).

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Referred Candidates

Requisition #	03734	Job Type	
Requisition Title	Fire Lieutenant FLT1YP	Vacancies	
Working Title	Fire Lt - Civil Service Online Training Example	HR Analyst	Training, Civil Service On-line
Department	HRD	HR Analyst Phone	
Division		HR Liaison	Training, Civil Service On-line
Positions		HR Liaison Phone	
Comments:	04/04/15 [C. Training]: If, on 04/10/17, there is not an eligible list scheduled to be established and replace an existing eligible list, the Department's existing eligible list will be extended for a period of time, but will not exceed three years from the first day of the month the exam was held, in accordance with our revocation policy.		

Show List View

Referred (2)	Interview Scheduled (0)	Offer Pending (0)	Hired (0)	Rejected (0)	Rejection Pending (0)
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	Referred Rank	Name	Signature	Elig List Type	Elig Exp Date
<input type="checkbox"/>	1	Gross, Veronica		Promotional	11/01/16
<input type="checkbox"/>	1	Howard, Bruce		Promotional	11/01/16

== Select ==
Go
2 Records Found
Page: 1 of 1

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ENTER A PERMANENT FULL-TIME HIRE/PROMOTION

Only Permanent Full-time Hires/Promotions should be entered on the eligible list in the Civil Service On-line System.

- Place a check in the box next to the name of candidate selected for a Permanent Full-time promotion from the locally generated certification.
- Select **Hire** from the Action dropdown, then click on Go. This will bring you to the Hire Details panel.

ONLY PERMANENT FULL-TIME HIRES
SHOULD BE ENTERED ON THE
ELIGIBLE LIST IN THE SYSTEM

TEMPORARY FULL-TIME HIRES
REQUIRE DOCUMENTATION BE
ATTACHED TO THE REQUISITION
NUMBER FOR THE PROMOTIONAL
TITLE ELIGIBLE LIST
DO NOT ENTER AS A HIRE

Requisition # 03734
Requisition Title Fire Lieutenant FL11YP
Working Title Fire Lt - Civil Service Online Training Example
Department HRD
Division
Positions

Job Type
Vacancies
HR Analyst Training, Civil Service On-line
HR Analyst Phone
HR Liaison Training, Civil Service On-line
HR Liaison Phone

Comments: 04/04/15 [C. Training]: If, on 04/10/17, there is not an eligible list scheduled to be established and replace an existing eligible list, the Department's existing eligible list will be extended for a period of time, but will not exceed three years from the first day of the month the exam was held, in accordance with our revocation policy.

Show Tabbed View

Referred

Referred Rank	Name	Signature	Elig List Type	Elig Exp Date
<input type="checkbox"/>	1 Gross, Veronica		Promotional	11/01/16
<input checked="" type="checkbox"/>	1 Howard, Bruce		Promotional	11/01/16

2 records found.

Interview Scheduled

DO NOT USE ON PROMOTIONAL TITLE ELIGIBLE LISTS

Name	Signature	Elig List Type	Elig Exp Date	Interview
------	-----------	----------------	---------------	-----------

No records found.

Offer Pending

DO NOT USE ON PROMOTIONAL TITLE ELIGIBLE LISTS

Referred Rank	Name	Signature	Elig List Type	Elig Exp Date	Offer
---------------	------	-----------	----------------	---------------	-------

No records found.

Hired

Referred Rank	Name	Signature	Elig List Type	Elig Exp Date	Print PA	Hire
---------------	------	-----------	----------------	---------------	----------	------

No records found.

Rejected

DO NOT USE ON PROMOTIONAL TITLE ELIGIBLE LISTS

Referred Rank	Name	Signature	Elig List Type	Elig Exp Date	Rejection
---------------	------	-----------	----------------	---------------	-----------

No records found.

Rejection Pending

DO NOT USE ON PROMOTIONAL TITLE ELIGIBLE LISTS

Referred Rank	Name	Signature	Elig List Type	Elig Exp Date	Rejection
---------------	------	-----------	----------------	---------------	-----------

No records found.

== Select == Go

== Select == Go

Schedule Interview

Make Offer

Hire

Reject

Email Notify

Mail Merge

Hires Detail Panel

8. Update appropriate date fields and enter comments. The START Date is the appointment effective date of the promotion and equates to the appointment effective date on the Notification of Employment (NOE) Form.
9. Put a check in the No Approvals field/box
10. Select the Save and Release button at the bottom of the screen, the candidate is marked as hired to a **Permanent** Full-time promotional title. HRD is automatically notified of the transaction by an e-mail from the system.

Requisition #	03734	Job Type	
Requisition Title	Fire Lieutenant FLT1YP	Vacancies	
Working Title	Fire Lt - Civil Service Online Training Example	HR Analyst	Training, Civil Service On-line
Department	HRD	HR Analyst Phone	
Division		HR Liaison	Training, Civil Service On-line
Positions		HR Liaison Phone	

Start Date equates to the Appointment Effective Date on the Notification of Employment (NOE) Form

* Required

Name:	Bruce Howard	13316520
Status:	Hired	
* Offer Date:	04/04/16	
Offer Amount: \$		
Bonus Amount: \$		
* Answer Date:	04/04/16	
* Filled On Date:	04/08/16	
* Start Date:	04/08/16	
Orientation Date:	04/08/16	
Keep Active on Eligible List:	No	
Comments:	<div>2500 character limit</div>	
Initial-Hire PAT Pass Date (mm/dd/yyyy):		
No Approvals	<input checked="" type="checkbox"/>	
<div>Save Save and Release</div>		

Check the No Approvals Box, then Select the Save and Release Button

You have now entered a Permanent Full-time HIRE.

The system will return you to the now updated Promotional Title Eligible List. HRD is automatically notified of the transaction by an e-mail from the system.

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Referred Candidates

Requisition #	03734	Job Type	
Requisition Title	Fire Lieutenant FL11YP	Vacancies	
Working Title	Fire Lt - Civil Service Online Training Example	HR Analyst	Training, Civil Service On-line
Department	HRD	HR Analyst Phone	
Division		HR Liaison	Training, Civil Service On-line
Positions		HR Liaison Phone	

Comments: 04/04/15 [C. Training]: If, on 04/10/17, there is not an eligible list scheduled to be established and replace an existing eligible list, the Department's existing eligible list will be extended for a period of time, but will not exceed three years from the first day of the month the exam was held, in accordance with our revocation policy.

The system will return you to your Promotional Title Eligible List which is now updated with the remaining candidate(s)

Or you can select the Hired Tab to view the details on the promoted candidate

Show List View

Referred (1)

Interview Scheduled (0)

Offer Pending (0)

Hired (1)

Rejected (0)

Rejection Pending (0)

	Referred Rank	Name	Signature	Elig List Type	Elig Exp Date
	1	Gross, Veronica		Promotional	11/01/16

== Select ==

Go

1 Record Found


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You will see the remaining names on your promotional title eligible list on the referred tab and the Hired/Promoted candidate on the hired tab.

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Referred Candidates

Requisition #	03734	Job Type	
Requisition Title	Fire Lieutenant FL11YP	Vacancies	
Working Title	Fire Lt - Civil Service Online Training Example	HR Analyst	Training, Civil Service On-line
Department	HRD	HR Analyst Phone	
Division		HR Liaison	Training, Civil Service On-line
Positions		HR Liaison Phone	

Comments: 04/04/15 [C. Training]: If, on 04/10/17, there is not an eligible list scheduled to be established and replace an existing eligible list, the Department's existing eligible list will be extended for a period of time, but will not exceed three years from the first day of the month the exam was held, in accordance with our revocation policy.

Referred (1)

Interview Scheduled (0)


Offer Pending (0)


Hired (1)


Rejected (0)

Rejection Pending (0)

Show List View

	Referred Rank	Name	Signature	Elig List Type	Elig Exp Date
	1	Gross, Veronica		Promotional	11/01/16

== Select == 

Go 

1 Record Found



Page: 1 of 1


Select the Hired Tab to see the
Information on the candidate
Hired/Promoted

Requisition #	03734	Job Type	
Requisition Title	Fire Lieutenant FLT1YP	Vacancies	
Working Title	Fire Lt - Civil Service Online Training Example	HR Analyst	Training, Civil Service On-line
Department	HRD	HR Analyst Phone	
Division		HR Liaison	Training, Civil Service On-line
Positions		HR Liaison Phone	
Comments: 04/04/15 [C. Training]: If, on 04/10/17, there is not an eligible list scheduled to be established and replace an existing eligible list, the Department's existing eligible list will be extended for a period of time, but will not exceed three years from the first day of the month the exam was held, in accordance with our revocation policy.			

You can select Show List View
to expand the Tab View

[Show List View](#)

Referred (1) Interview Scheduled (0) Offer Pending (0) Hired (1) Rejected (0) Rejection Pending (0)						
 Referred Rank	Name	Signature	Elig List Type	Elig Exp Date	Print PA	Hire
 1	Howard, Bruce		Promotional	11/01/16	Print Details	

== Select ==


1 Record Found

Page: 1 of 1

Attach documentation to the Promotional Title Eligible List Requisition

How to Attach a File to a Requisition

Locate your requisition - You may need to select Show All Reqs in My Dept, Show Filled Reqs and/or Show Cancelled Reqs to view all requisitions associated with your assigned departments.

Select the title of your requisition to view it.

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[Open New Requisition](#) | [Show All Reqs. in My Dept.](#) | [Show Approval Detail](#) | [View OHC Users](#) | [Show Filled Reqs.](#) | [Show Cancelled Reqs.](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for req. # or req. title: [Go](#)

Open Requisitions
1 record found.
Page 1 of 1

Req. #	Req. Title	Department	Division	Created	Action
03734	Fire Lt - Civil Service Online Training Example	HRD		04/04/16	Edit Copy Req Cancel Reassign History

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Scroll to the bottom of the requisition to see the Attachments area.

Interviewer/Contact State : MA
Interviewer Zip Code : 02108
Interviewer/Contact Office Hours :
Minimum Salary :
Maximum Salary :
Approvals None

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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Select the Add New link to open the File Attachment panel for the specific requisition.

File Attachment Panel

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File Attachment

View Requisition

* Required

* File Description

* File

Browse...

No file selected.

Attach another file

Upload

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File Description

Type in a description of the files you plan to attach to the requisition.
Example: 03734 firelt cert noe and forms

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File Attachment

View Requisition

* Required

* File Description

03734 firelt cert noe and forms

* File

Browse...

03734_firelt_cert_and_forms.pdf

Attach another file

Upload

File

Browse to where the file is saved on your computer and select it, you will see the file name in the File field
Please note you can attach more than one file at a time if you select **Attach another file** option

Upload

When you are satisfied with the File Description and the files you can select the upload button to attach them to the requisition and the system will return you to the requisition with the files now attached

Interviewer/Contact Title : Civil Service Unit

Interviewer/Contact Department : Human Resources Division

Interviewer/Contact Street Address : One Ashburton Place

Interviewer/Contact City : Boston

Interviewer/Contact State : MA

Interviewer Zip Code : 02108

Interviewer/Contact Office Hours :

Minimum Salary :

Maximum Salary :

Approvals None

Attachments: Add New

Attachment Title	Date Uploaded	File Name	Action
03734 firelt cert noe and forms	04/19/16	03734_firelt_cert_and_forms	Delete

However, if you are not sure you have selected the correct requisition or do not have the files you want to attach ready you can select **View Requisition** to return to the Requisition